



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF MENTAL RETARDATION SERVICES  
ANDREW JACKSON BUILDING, 15<sup>th</sup> FLOOR  
500 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243

**DMRS Title VI Self-Survey (SAMPLE)**

Survey Period  
July 1, XXXX, - June 30, XXXX

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DMRS Services  
Provided

Agency Title VI Coordinator \_\_\_\_\_ Telephone number: \_\_\_\_\_

**PLEASE ANSWER ALL QUESTIONS ON THIS SURVEY.**

Date of Survey: \_\_\_\_\_ . Type of Survey: ☐ Initial ☐ Annual ☐ Corrective

**I. TITLE VI COMPLAINTS**

1. Number of Title VI complaints filed during the survey period.  
(Please attach a copy of the complaint.) \_\_\_\_\_
2. Number of Title VI investigations conducted. \_\_\_\_\_
3. Number of Title VI complaints resolved during the survey period. \_\_\_\_\_
4. Number of Title VI complaints forwarded to DMRS Regional Office  
or Central Office. \_\_\_\_\_

**II. SERVICE RECIPIENT NOTIFICATION**

5. Are new service recipients informed of their Title VI rights? ☐ Yes ☐ No
6. Who is responsible for informing your service recipients of their rights under  
Title VI? \_\_\_\_\_
7. How is the process of informing service recipients documented?

**Explain:**

8. What methods do you use to ensure that your service recipients are clearly aware of their rights under  
Title VI? (Please check all that apply.)

☐ Verbally at Orientation

☐ Annual Staffing

☐ Training Films

If no, please explain:

17. Does your agency have a contract for interpreter services?

☐ Yes ☐ No

If no, please explain.

**IV. TITLE VI POLICIES** (Please include current copies of all policy statements.)

18. Does your agency have a written policy stating that services will be provided to all persons without regard to race, color, or national origin?

☐ Yes ☐ No

19. Does your agency have written procedures for hearing and reviewing Title VI complaints?

☐ Yes ☐ No

20. Does your agency have a written policy on how service recipients are informed about Title VI?

☐ Yes ☐ No

If no, please explain.

21. Does your agency have a written policy on how service recipients with Limited English Proficiency will receive services and benefits for which they are eligible?

☐ Yes ☐ No

22. Does your agency have a contract for interpreter services?

☐ Yes ☐ No

If no, please explain.

**V. TRAINING**

23. Are new employees trained on Title VI within 30 days of beginning services?

☐ Yes ☐ No

24. What methods do you use to ensure that your employees are clearly aware of their responsibilities under Title VI? (Please check all that apply.)

- ☐ Career Development
- ☐ In-Service Policy
- ☐ Training Films
- ☐ Personnel Manual

- ☐ New Employee Newsletter
- ☐ Brochures/Posters
- ☐ ID Employee Handbook
- ☐ Other

- ☐ Information Packets
- ☐ Annual Staffing
- ☐ Orientation

25. Does each employee's personnel file contain acknowledgement of training and penalties for non-compliance?

☐ Yes ☐ No

26. Has your Agency Title VI Coordinator attended Title VI training?

☐ Yes ☐ No

27. Has your Agency Title VI Coordinator had training on DMRS Title VI requirements?

☐ Yes ☐ No